



THE PARISH OF

BLESSED JOHN DUNS SCOTUS

BOOKING FORM FOR ST FRANCIS HALL/BJDS Hall

Selected venue: St Francis Hall: BJDS Hall: (PLEASE COMPLETE IN BLOCK CAPITALS)

Name:

Address:

..... **Postcode:**

Contact number: **Email address:**

Nature of event: Private Function: Charitable Fundraiser: Organisation Event:

Description of event:

Event Date: **Event Times:** **No. Attendees:**

Kitchen Access required: **Any other hall facilities/rooms required:**

Bar arrangements: Licensed Bar: No Bar: BYOB:

If Licensed Bar then please give name of License Holder:

APPLICANTS ARE REQUESTED TO READ AND SIGN THIS FORM. APPLICATIONS MUST BE ACCOMPANIED WITH £50 DEPOSIT WHICH WILL BE RETURNED EITHER AFTER THE FUNCTION IF NO CLAIMS ARE MADE AGAINST IT, OR IF THE APPLICATION CANNOT BE ACCEPTED.

NOTE: Please wait for the acceptance letter from the Hall Committee before making further arrangements. Your application will be processed and a letter of acceptance and Invoice will be sent to you after the Hall Committee meets.

FOR OFFICE USE ONLY:

APPLICATION GRANTED: **CONDITIONS:**

APPLICATION REJECTED: **REASON:**

DEPOSIT RECEIVED: PAID IN FULL: DEPOSIT REFUNDED:



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CONDITIONS FOR USE OF ST FRANCIS HALL/BJDS HALLS

- 1 **USE:** "Use" is the period of up to 6 hours maximum and in every case finishes at 10.30pm. The monies paid cover the use of the Hall only. Use of kitchens and any other room e.g for a Bar is by prior arrangement with an additional charge applicable
- 2 **SETTING UP THE HALL:** The setting up of the Hall and cleaning is the responsibility of the party granted use of the Hall. Access to the Hall earlier in the day may be permitted, at no extra charge, at the discretion of and by prior agreement with the Hall Committee and provided there is no other function and does not involve extra heating or lighting costs. In every case never before 11am.
- 3 **TIMES OF FUNCTIONS:** All functions must finish by 10.30pm prompt. Any Bar or Music must be closed by 10.15pm
- 4 **USE OF ALCOHOL:** The Hall is not licensed. A licence has to be applied for each and every function. This licence must be displayed throughout the function.
- 5 **HALL COMMITTEE MEMBERS:** A member of the Hall Committee will meet you immediately before the event to unlock the hall and at the conclusion of the event to secure the hall. It is not their responsibility to take charge of entrance to the Hall or to clear up after use.
- 6 **POLITICAL MEETINGS:** The Hall is never let or is to be used for Political meetings nor are Political or Partisan songs to be sung or played.
- 7 **OTHER CONDITIONS:**
 - Everyone enjoying use of Hall is required to respect the fabric and facilities of the Hall
 - Fire exits must be kept free at all times
 - Organisers of groups using the Hall shall be held responsible for the conduct of those attending their functions or activities.
 - In the event of misconduct or vandalism, the Hall Committee is empowered to demand a report to be presented in person at a subsequent the meeting of the Hall Committee.
 - If such misconduct is proved to the Hall Committee's satisfaction, the Committee is empowered to exclude individuals or organisations from the use of the Hall.
 - After the Function, the Hall must be left in a neat and orderly condition; toilet and kitchen must be left clean; chairs and tables must be stacked; TABLES TO BE LEFT CLEAN, all litter placed in bags in the bins outwith the Hall. It will be for the Hall Committee to advise those in charge of their responsibility to compensate for any damage to the Hall or its facilities. Failure to comply with this condition may result in the Deposit being forfeited.
 - The Hall Committee is not responsible for any loss or damage to possessions on the premises.
- 8 **CAPACITY:** Fire regulations dictate the capacity of the Hall. The capacity is 150. On no account may this number be exceeded even for a short period.
- 9 **INSURANCE:** Owing to our Insurance cover no property of any kind may be left on the premises overnight without a signed loss or damage waiver. This particularly applies to Band instruments or alcoholic drinks.
- 10 **CANCELLATION:** In the event of a cancellation of a booking within six weeks of an event, the deposit is forfeited
- 11 **POSTERS & DECORATIONS:** These may only be affixed to the walls or fittings by prior arrangements.
- 12 **CHILDREN:** Attendance at functions must be properly supervised at all times and are the responsibility of the person signing this form.
- 13 **ENTRY & EXIT:** All persons arriving or leaving the Hall must do so quietly and with consideration for local residents.
- 14 **PAYMENT:** An Invoice for the hire of the Hall will accompany acceptance of application. Payment can be made to **BANK OF SCOTLAND, Glasgow Victoria Branch, Account name: Blessed John Duns Scotus Parish, Acc. No: 00154846 Sort Code: 80 07 34.** Cheques should be made payable to "Blessed John Duns Scotus" (or BJDS).
- 15 **FEES:** As at 2023 the fees are: £50 Returnable Deposit accompanying request for Hire; £130 for Hire of hall; £25 for use of Kitchen; £25 for Bar.

I have read and understood the above and I agree to abide by the terms and conditions governing the use of the Hall. I am responsible for the good conduct of the event/ function.

Signed by applicant: Date:

The Franciscan Friary
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Glasgow G5 0YT

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